

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
FINANCE COMMITTEE
MINUTES OF MEETING
November 1, 2011

Approved

Committee Members Present: Ken Ritchie, Thomas Kirts, Gary Lothson, Cindy Luxton

Other Persons Present: None

Office staff: Donna Moulton, Kathy Ostdick

1. CALL TO ORDER

Rev. Ritchie called the meeting to order at 7:34 a.m.

2. AGENDA APPROVAL

The agenda was approved by consensus.

3. MINUTES

Mr. Lothson moved to approve the minutes; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.

4. OFFICE REPORT

Ms. Moulton reported that she is looking into other 708 board compliance audit procedures. Ms. Moulton is scheduled to visit Open Door next week and also attended the Family Service Agency board meeting. Ms. Moulton will also be attending a meeting for a newly formed group called the Child Trauma Network. Ms. Moulton met with the Sycamore School District regarding a Community School model with services provided by some of our funded agencies. Ms. Moulton attended an NGOLD workshop on Managing for Outcomes.

5. AGENCY REQUEST

Ms. Moulton reported that Ms. Ostdick received a call from Fran Tierney of the Gordon Center, inquiring about funding for the eating disorder program for tests and physicals for clients. Ms. Ostdick told her that she and Mr. Flora could turn in a request. Nothing has been received as of this date.

The committee discussed a request for funding from Hope Haven.

Mr. Lothson moved to recommend to the full board to fund the request from Hope Haven; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

6. BEN GORDON CENTER PRESENTATION – review and recommendations

Ms. Moulton and Rev. Ritchie developed a letter to the Ben Gordon Center requesting additional information before completion of recommendations can be made. That letter went out along with an email asking for the outcomes that BGC had submitted to be resubmitted on the correct form. No further action can be taken until responses are returned from BGC. After discussion, it was decided that Ms. Luxton will work with Ms. Moulton and Ms. Ostdick for consolidation of committee views and Ben Gordon Center information.

7. AGENCY REVIEW UP-DATE – future agencies and letter

The committee reviewed the agencies that will present in the first half of 2012. A letter that was developed last year requesting a presentation from agencies was presented by Ms. Luxton. Ms. Moulton will review and revise this letter and bring it back to the committee for final review. The letter will then be sent to the three agencies slated to present in the remainder of GY12.

8. OPPORTUNITY HOUSE PRESENTATION – review and recommendations

Ms. Luxton said the committee should have a goal of submitting recommendations in January. The committee suggested that Ms. Moulton develop a draft and bring it back to the committee for review.

9. TAX LEVY – final recommendations going to County Finance Committee

Ms. Moulton and Ms. Luxton will attend the County Finance committee and the County Board meeting to monitor the levy issue.

10. CMHB REVISED BUDGET

A revised 2012 budget was reviewed. A final budget will be presented to the board when the final levy decision is made by the county.

11. GY13 GRANT APPLICATION

Ms. Moulton and Ms. Ostdick presented proposed changes to the application and also a revised “Bob Keller” spreadsheet which includes agency employees, salaries, and FTE’s for each program. This spreadsheet will take the place of two of the current forms asking for program and agency FTEs. This spreadsheet will also serve as a prelude to other recommendations by Bob Keller. Ms. Moulton, Ms. Luxton, and Ms. Ostdick will work on combining several documents.

12. DATE OF NEXT MEETING: 12/6/11 at 7:30 a.m.

14. ADJOURNMENT

The meeting was adjourned at 8:52 a.m.

Respectfully submitted,

Rev. Ritchie, Chair

Kathy Ostdick, Recording Secretary